

**OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD
MINUTES
FEBRUARY 24, 2004**

PRESENT: Judith Ficks, Cindy Erb, Gail Slaughter, Linda Roos-Stutz

STAFF PRESENT: Thomas Ryan, Bureau Director; Jacquelynn Rothstein, DRL Legal Counsel to the Board; Pamela Meicher, Program Assistant; Gail Pizarro, Examination Specialist

GUESTS: Linda M. Anderson, Wisconsin OT Association; Jan Stevens, Wisconsin OT Association; Kris Mungovan, Wisconsin OT Association

CALL TO ORDER

Chair Judith Ficks called the meeting to order at 9:03 a.m. A quorum of 4 members was present.

INTRODUCTION OF NEW BOARD MEMBERS

Ms. Ficks asked that everyone introduce themselves to Gail Slaughter, one of the newest Board members. Introductions included: Cindy Erb, OTR, Director of Therapy Services at St. Paul's Elder Services, Kaukauna; Linda Roos-Stutz, OTA, Fond du Lac County Acute Psychology unit; Gail Slaughter, OTR, Kohler Public Schools; Pamela Meicher, Bureau Assistant for Health Services; Jacquelynn Rothstein, DRL Legal Counsel to the Board; and Tom Ryan, Director, Bureau of Health Professions.

Dorothy Olson, OTA:

The Board noted Dorothy Olson, OTA, who was also appointed and confirmed to the vacant position. Ms. Olson is currently the Life Skills Coordinator, Housing Partnership of Fox Cities.

AGENDA

Amendments:

- Summary Reports on Pending Court Cases, Disciplinary Cases, Administrative Rules and Regulations
- Total Pending Cases by Team and Status
- WOTA Proposal regarding guidelines for the OT Rules
- AOTA Letter regarding continuing education
- Repeal of Chapter Med 19

MOTION: Linda Roos-Stutz moved, seconded by Cindy Erb, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF ACTIONS FROM DECEMBER 12, 2003

MOTION: Linda Roos-Stutz moved, seconded by Cindy Erb, in favor of validating all votes from December 12, 2003. Motion carried unanimously.

APPROVAL OF MINUTES FROM DECEMBER 12, 2003

Amendments:

Page 1 – Delete “A quorum of 3 members was present.”

MOTION: Linda Roos-Stutz moved, seconded by Cindy Erb, to approve the minutes of December 12, 2003, as amended. Motion carried unanimously.

ADMINISTRATIVE REPORT

Screening:

Kim Senglaub had been on the screening committee and is no longer on the Board. After a brief discussion it was noted that the current Screening Panel members will be Cindy Erb, Linda Roos-Stutz and Gail Slaughter.

DRL Space Revitalization- Progress:

The Bureau Director reported that Deputy Mary Schlaefel negotiated for renovated space with the Department's current landlord. He also reported that this was one of Secretary Strong Hill's priorities for the agency. The Department is currently in the process of identifying equipment needs for the Board rooms. A building tour may be provided at a future meeting.

DRL Website Re-design – Progress:

The Department launched its new website February 24, 2004. The new address is <http://drl.wi.gov>. Upgrades include links to other organizations, meeting minutes, and meeting notices. Eventually renewals for all license categories will be available online. Ms. Ficks welcomes any comments or concerns relating to the new OT website.

June 29 meeting:

The Bureau Director noted he has a conflict for this date.

NBCOT 2004 State Regulatory Conference:

Judith Ficks thinks that the conference is very valuable and that a professional member or legal counsel should attend. After a brief discussion the Board delegated Cindy Erb to attend on behalf of the Board.

MOTION: Linda Roos-Stutz moved, seconded by Gail Slaughter, in favor of delegating Cindy Erb to attend the 2004 State Regulatory Conference in Orlando, FL, April 23-24, 2004. Motion carried unanimously.

COMPLIANCE QUESTIONS –LINDA ANDERSON, WISCONSIN OCCUPATIONAL THERAPY ASSOCIATION – MADISON, WI

After a discussion of the issues, the Board delegated DRL Legal Counsel to respond to Ms. Anderson's questions

COMPLIANCE QUESTIONS – TERI BLACK, COTA, ROH – MADISON, WI

The Board briefly discussed the letter from Teri Black, COTA, relating to the requirement of general supervision every 2 weeks and meeting with the client. Ms. Black's letter also provided suggestions to fix these problem areas. The Board has delegated DRL legal counsel to the Board to respond to Ms. Black's questions.

MOTION: Linda Roos-Stutz moved, seconded by Gail Slaughter, in favor of delegating Jacquelynn Rothstein to work with Cindy Erb to answer the compliance questions from Linda Anderson (WOTA) and Teri Black (COTA), and to have Linda Roos-Stutz review them prior to being published on the website or in the Regulatory Digest. Motion carried unanimously.

INFORMATIONAL ITEMS

Noted.

CLOSED SESSION

MOTION: Linda Roos-Stutz moved, seconded by Gail Slaughter, to convene to closed session to deliberate on cases following hearing (Wis. Stat. § 19.85 (1) (a)); consider closing disciplinary investigation with administrative warning (Wis. Stat. § 19.85 (1) (b), and Wis. Stat. § 440.205); consider individual histories or disciplinary data (Wis. Stat. § 19.85 (1) (f); and to confer with legal counsel (Wis. Stat. § 19.85 (1) (g)). Roll Call vote: Judith Ficks-yes, Cindy Erb-yes, Gail Slaughter-yes, Linda Roos-Stutz-yes. Motion carried unanimously.

Open Session recessed at 10:37 a.m.

RECONVENE INTO OPEN SESSION

MOTION: Linda Roos Stutz moved, seconded by Gail Slaughter, to reconvene into open session at 1:09 p.m. Motion carried unanimously.

EXAMINATION

MOTION: Linda Roos-Stutz moved, seconded by Cindy Erb, to grant a license to Michele Molina. Motion carried unanimously.

MOTION: Linda Roos-Stutz moved, seconded by Gail Slaughter, to deny a license to Patricia Vandenberg, based on her failing the oral examination. Motion carried unanimously.

ADJOURNMENT

MOTION: Linda Roos-Stutz moved, seconded by Cindy Erb, to adjourn the meeting at 1:36 p.m. Motion carried unanimously.

Next Meeting Date: Tuesday July 13, 2004